

Procedure for Request for Position Classification Review Nonexempt Employees

Frostburg State University's procedures in regard to Position Classification Review shall be governed by and administered in accordance with USM Policy VII-9.70 Policy on Requesting a Position Classification Review for Nonexempt Staff Positions.

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

Administration of the Policy

The Office of Human Resources (OHR) is designated as administrator of the policy. All questions regarding the policy should be referred to that office.

- In order for an employee to be eligible for a position classification review the following conditions must apply:
 - The employee must have served in the current position for at least one year.
 - The employee may not be serving an original or status change probationary period.
 - The employee must be in good standing having exhibited a meets standards or better rating on the most recent PMP.
- Requests for a Job Class review must include the following supporting documents:
 - *A [Reclassification Request Form \(RRF\)](#) signed by the employee, the supervisor, and the divisional Vice President; and
 - A current [Position Information Form \(PIF\)](#), signed by the employee, the supervisor, the department/unit head if applicable, and the divisional Vice President.
- Forms and instructions for completion are available on the OHR web page.
- Other than in emergency situations, requests for reclass will be completed between March 1 and April 30, unless all affected parties agree to an extension.
- All reclassification documents submitted to OHR for review must be signed by the appropriate divisional Vice President.
- Upon completion of the review, appropriate constituencies, including the employee, his/her divisional V.P., and if a salary change is approved, the V.P. of Administration and Finance, will be notified of the outcome.

** Note: With the exception of the employee, required signatures denote acknowledgment of the request. They do not signify either approval or disapproval of that request.*